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**Job Description**

**Job Title: Partnership Officer**

**Salary:** £30,507per annum pro rata

**Duration:** 24 months with the potential to extend if funding secured

**Organisation:** Voluntary Action Coventry

**Accountable to:** Chief Executive

**Location:** 27-29 Trinity Street, Coventry CV1 1FJ

**Hours of work:** 18 hours per week – There may be occasional evening or weekend work.

**Purpose:** To support the CEO of Voluntary Action Coventry to champion the work of the VCSE Sector in the City,

**Key duties:**

* To collate and present information on the impact of services provided by the VCSE
* Help to raise awareness of the assets within VCSE with a range of stakeholders
* Help to develop a mechanism that supports VCSE sector leaders representing the sector in a range of boards, partnerships and other structures, ensuring consistency of messages, positive relationships and accountability back to the wider VCSE sector.
* Connect with a range of other local, regional and national networks as appropriate.
* Support the development of an influencing strategy for the local VCSE sector, identifying and addressing gaps and opportunities for engagement
* Provide secretariat support to the VCSE network(s) coordinating meetings and events as required
* Ensure that VAC hosts a range of spaces for VCSE leaders to connect and collaborate around shared themes.
* Ensure VAC holds a range of events and meetings throughout the year, providing a range of collaboration and networking opportunities relevant to the needs of small & medium sized VCSE organisations.
* Help develop marketing and communication strategies and plans that promote the VCSE locally.
* Maintain a broad overview of the local, regional and national context for the VCSE sector
* Manage data and information and maintain accurate records
* Undertake monitoring and evaluation activity, prepare reports on the achievement of the project
* Generate a range of content for both internal and external marketing, such as newsletters, e-bulletins, social media
* Ensure that activities are delivered on time, on budget and in accordance with plans.
* Undertake any other duties as requested by the CEO

Person Specification: Partnership Officer

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|  | **Requirements** |
| **Desirable** |
| Experience | * Experience of undertaking a similar role. * Experience of engaging the voluntary and community sector. * Experience of monitoring and evaluating projects * Experience of planning/project management * Practical experience of identifying upcoming policy issues, co-ordinating responses and reporting on impact. * Experience of working with organisations supporting communities of place, identity or interest * Experience of engaging people and building professional relationships. |
| Skills | * The ability to communicate clearly, with diplomacy, tact and empathy at a variety of levels. * Ability to support meetings and discussion forums. * Ability to undertake routine administration using MS Office. |
| Knowledge and understanding | * Knowledge of key aspects of social policy and inequalities. * Understanding of the voluntary and community sector. |
| Personal attributes | * Self-starter * Outgoing and enthusiastic approach * Willingness to work flexibly, which may include attending meetings and events outside standard office hours (for which time off in lieu will be given.) |